

SUSTAINABLE BURBANK TASK FORCE
November 15, 2010 MINUTES

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Task Force was held in the Burbank Police Department Community Room, 200 North Third Street, on the above date. Mr. Jef Vander Borght, Chair, called the meeting to order at 4:37 p.m.

II. ROLL CALL:

Members Present:

Jeff Catalano
Nicholas de Wolff
Wendy James
Dr. Maureen Kellen-Taylor
Rita Khechumyan
Cynthia La Camera
Ken Lewis
James Smith
Tom Steele
Jef Vander Borght (Chair)

Members Absent:

Geoffrey Folsom
Mark Hardyment
Lisa Rawlins (Vice Chair)
Sharon Springer

Council Members and Staff Present:

Dave Golonski – Council Member, City Council
Anja Reinke – Council Member, City Council
Bonnie Teafor – Public Works Director, Public Works
Sherry Richardson - Administrative Officer, Public Works
Kreigh Hampel – Recycling Coordinator, Public Works
Jeanette Meyer – Marketing Manager, BWP
Mary Riley – Sr. Assistant City Attorney, City Attorney's Office
Jacqui Batayneh – Recording Secretary, Public Works

III. ORAL COMMUNICATIONS:

(Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Task Force. The Task Force has adopted rules to limit oral communications to 2 minutes; however, the Task Force reserves the right to extend this time period.)

A. Public: None

B. Task Force Members:

Mr. Vander Borght introduced new Task Force member Rita Khechumyan. Ms. Khechumyan, a Burbank resident and student at John Muir Middle School, is the new Youth Board Representative.

Mr. Vander Borght sadly announced that Ms. Springer's husband, Lee Gardner, passed away on Saturday, November 13, 2010. The Task Force will conduct this meeting in his memory.

Mr. Steele stated that the Task Force meetings scheduled in January and February 2011 fall on legal holidays. Mr. Vander Borght suggested that the Task Force discuss alternate meeting dates during agenda item VII. 2011 Meeting Calendar.

Ms. La Camera stated that the Zero Waste Subcommittee discussed visiting the Burbank Landfill and suggested that the Task Force take a group tour. Ms. Teaford will schedule two dates for an informational/educational tour of the landfill.

Mr. Lewis thanked everyone who helped support the Verdugo bicycle lane configuration. On November 2, 2010, the Council agreed to keep the bike lane in place for now and will review the item again in six months.

Mr. Golonski informed the group that the Recycle Center is accepting used bicycle donations through November 24, 2010. The used bicycles will be refurbished and given to less fortunate Burbank children in December through the City of Burbank and the Salvation Army's Angel Tree Program.

Mr. Vander Borcht informed the Task Force that he will be attending the Complete Streets Interactive Training Workshop on Wednesday, December 8, 2010. The workshop will be held in the Community Services Building from 8:30 a.m. – 5:00 p.m. and is free to the public.

C. Staff Communication:

Mary Riley, Sr. Assistant City Attorney, thanked Mr. Hampel, Recycling Coordinator, and the Public Works staff for a successful and impressive zero waste employee appreciation breakfast.

Ms. Teaford announced that the cool roof Council agenda item is postponed until January 2011, at the request of the City Manager, to allow ample time for the Energy Subcommittee to review staff's information. Ms. Teaford informed the Task Force that the storm water study session is on the December 14, 2010, Council agenda.

IV. APPROVAL OF MINUTES:

Mr. Steele moved and Mr. Smith seconded, to approve the minutes from the September 20, 2010, meeting. The minutes were approved with three abstentions. Ms. Khechumyan, Ms. Gabel-Luddy, and Mr. de Wolff abstained.

V. SUBCOMMITTEE REPORTS AND PRIORITIES DISCUSSION:

A. Mr. Lewis, on behalf of the Energy Subcommittee, reported that the Subcommittee is focusing on shade tree coverage requirements in private parking lots for the Council agenda. Staff will study remedies to achieve the standard forty percent shade coverage upon tree maturity for parking lot landscaping. The Subcommittee is also discussing tree planting in the public right-of-way to match the canopy coverage in the private parking lots. Mr. Golonski suggested putting a more meaningful standard in the Sustainability Plan in terms of increasing the tree canopy coverage. Mr. Golonski also suggested waiting for Council's response to cool roofs and parking lot landscaping and shading requirements before moving forward with the public right-of-way tree coverage item. PR&CS is reviewing the Request for Proposals (RFPs) to hire a consultant that will assign letter grades for each street block based on canopy coverage. PR&CS plans to update the street tree master database and the GIS layer of the database. The Subcommittee also discussed exploring the potential of partnering with a non-profit organization for outreach. Mr. Golonski will provide the Task Force with flyers for the free street tree program at the next SBTF meeting.

B. Mr. de Wolff, on behalf of the Mobility & Urban Design Subcommittee, reported that the Subcommittee is focusing their efforts on the Bicycle Master Plan. The Verdugo Avenue restriping went to Council for its six month review on November 2, 2010, at which time a

majority of public comments voiced strong support in making the configuration permanent. In addition, staff's report was comprehensive and showed how the restriping had improved traffic counts and enabled safety. In response to the pro-automobile group that opposed the Verdugo restriping, the Subcommittee worked conscientiously collecting signatures in support of the configuration. Council opted to keep the configuration for now and revisit the item again in six months. Mr. de Wolff asked the group if they support the Verdugo restriping issue, since only members from the Mobility & Urban Design Subcommittee attended the November 2, 2010, Council meeting. The Task Force engaged in discussion and unanimously agreed to support the Verdugo restriping and promote bicycle usage in schools and throughout the community. Ms. Teaford agreed to send emails to the group as a reminder for upcoming Council items that require Task Force support.

- C. Ms. La Camera, on behalf of the Water Subcommittee, reported that the Subcommittee is preparing for the Council study session scheduled for December 14, 2010. The Subcommittee's presentation is divided into five parts, including a presentation by Nancy Steele, Executive Director, Los Angeles & San Gabriel Rivers Watershed Council. Ms. Steele provided the Subcommittee with a draft presentation and examples of storm water capture. Public Works, Community Development, and BWP staff will also give brief presentations. The study session will conclude with the Subcommittee asking the Council to approve the development of a citywide storm water master plan. Mr. Catalano stated that the City of Los Angeles will have a hearing on December 7, 2010, to consider a Low Impact Development Ordinance (LID). The Task Force engaged in discussion. Ms. La Camera stated that Mr. Smith has been working with PR&CS in regards to the progress of the Johnny Carson Park project. PR&CS will be reviewing RFP responses and proposals for the project.
- D. Ms. Reinke, on behalf of the Public Outreach Subcommittee, reported that the Subcommittee has not met since the last Task Force meeting as Keith Sterling, PIO, has not been available. Mr. Vander Borgh asked how the Task Force can facilitate a better opportunity for outreach that will be most effective. Ms. Reinke stated that Mr. Sterling is waiting for the results of the City website survey, which will be available on November 16, 2010. The questions on the survey are relevant to the outreach topic. Mr. Sterling will gather the information from the survey, in combination with the logo, and cost and coordination of the website, in order to move forward with the Subcommittee's outreach plans. Mr. de Wolff suggested using social media for outreach. The Task Force engaged in discussion. Ms. Riley stated that there are legal issues with social media and emphasized the importance of only one person controlling the content to ensure that there is a level of knowledge and accuracy. Ms. Riley stated that social media is an issue that needs parameters for boards and commissions and requires discussion by the Council.
- E. Dr. Kellen-Taylor, on behalf of the Zero Waste Subcommittee, reported that the Subcommittee met last week and plans to write an annual report to make recommendations and describe the efforts that have taken place within the last two years towards zero waste based on the framework of the Sustainability Plan. The Subcommittee would like to present their report to the Task Force, and then to the City Council, in February or March 2011. The Subcommittee hopes that the report will act as positive feedback to mobilize action and build on the accomplishments of the Recycle Center staff. The Zero Waste Subcommittee suggests that the other Subcommittees make similar reports in February or March of 2011. The Subcommittee discussed San Francisco's Green Festival event, attended by Dr. Kellen-Taylor. Dr. Kellen-Taylor reported that there were a number of experts at the Green Festival that expressed urgency in regards to green house gases and emphasized the importance of the recycling priority and the need to include all of Burbank. Dr. Kellen-Taylor met with a

team of zero waste specialists in the City of San Francisco, whose 2009 zero waste diversion rate of seventy-seven percent resulted in a waste disposal level of that in 1960. The zero waste team believes that legislation is primary for their key accomplishments. They have a styrofoam ban, mandatory construction and demolition recycling, and mandatory recycling and composting for all. The Task Force engaged in discussion.

Mr. Golonski asked the Energy Subcommittee to discuss Assembly Bill 811 (AB 811) at their next Subcommittee meeting and informed the Task Force that IKEA and Costco are moving forward with solar installations.

VI. 2011 MEETING CALENDAR:

The Task Force discussed revising the regularly scheduled SBTF meetings in January and February due to legal holidays. The Task Force agreed to schedule January's meeting on Monday, January 24, 2011, and February's meeting on Monday, February 28, 2011. The 2011 Task Force meeting calendar is attached as part of these meeting minutes.

VII. COMMUNITY OUTREACH EVENT ("MEET & GREET") DISCUSSION:

Ms. Riley stated that if the majority of the Task Force is at the same place at the same time, whether or not the group takes action, an agenda is required. Ms. Teaforde asked the group if they would like to participate in a "meet & greet" event. Dr. Kellen-Taylor suggested that each Subcommittee meet with their constituents, rather than the Task Force participating in an event as a whole group. Mr. Golonski suggested that this agenda item be carried forward to a broader discussion to better define and fulfill the Task Force's role from an outreach perspective. The Task Force engaged in a brief discussion and agreed to place the outreach topic on the January 2011 meeting agenda.

VIII. SAN FERNANDO BOULEVARD (BRIGHTON TO COHASSET) RESURFACING PROJECT UPDATE:

Ms. Teaforde reported that the design of the San Fernando Boulevard resurfacing project will not begin until late 2011 in order to avoid conflict with the Caltrans Interstate 5 Realignment/High Occupancy Vehicle (HOV) Project. Public Works will not begin design on the resurfacing of San Fernando until there is an understanding of the potential impact to the area. Ms. Teaforde stated that if the Task Force is interested, there will be an opportunity for the group to provide input prior to the project's commencement. Concurrent with the resurfacing project, the Community Development Department's Transportation and Planning Division is in the very early stages of work on a three-mile class one bike path along San Fernando Boulevard that will utilize the abandoned Metrolink right-of-way. The Task Force engaged in discussion. Mr. Golonski suggested placing the bike path and railroad strategy on the January meeting agenda. Ms. Teaforde will invite David Kiske, Principal Planner, CDD, and Cory Wilkerson, Assistant Transportation Planner, CDD, to give the Task Force an update on this item.

IX. ADJOURNMENT:

The meeting was adjourned at 6:55 p.m. The next regularly scheduled meeting will be held on Monday, January 24, 2011, at 4:30 p.m. at the Burbank Police Department Community Room, 200 North Third Street.

Respectfully submitted,

Bonnie Teaforde, Public Works Director
BT: jb

*Attachments: 2011 Meeting Calendar